



COMMUNITY SERVICES & DEVELOPMENT, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	COMMUNITY SERVICES & DEVELOPMENT, DEPARTMENT OF	RELEASE DATE:	Friday, June 12, 2009
POSITION TITLE:	Deputy Director of Administrative Services	FINAL FILING DATE:	Thursday, June 25, 2009
CEA LEVEL:	CEA 1	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,173.00 - \$ 7,838.00 / Month	BULLETIN ID:	06122009_1

POSITION DESCRIPTION

The Department of Community Services and Development (CSD) is the State's leading anti-poverty agency, and administers local community service and energy programs to help low-income Californians achieve self-sufficiency and attain a higher quality of life. CSD is a small department seeking highly-skilled professionals who are committed to the mission, to join the team and partner with our local service providers in an effort to reduce and eliminate poverty.

All positions at CSD are 100% federally funded.

Only the most qualified candidates will be contacted for an interview.

What Does Working at CSD Offer? Please apply if you appreciate: •Meaningful Work •Highly interactive teamwork and project-based management •Opportunities for significant responsibility, creativity and decision-making for self-starters •Work environment that emphasizes customer service and accountability to local community based organizations, funding sources and the public •Small, friendly headquarters where everyone matters •Free parking

What is this Job? At CSD, the Deputy Director of Administration is a critical, highly visible position: •Serves as the Chief Administrative Officer (CAO) providing oversight and direction for the contracts, budget and accounting programs, audit services, information technology services, human resources and business services to fulfill the department's responsibility for administering approximately \$160 to \$400 million in federal grants including programs funded by the American Recovery and Reinvestment Act of 2009 (ARRA) •Shares policy setting responsibilities with the Director and Chief Deputy Director •Direct the establishment and implementation of policies and procedures for the effective and expeditious delivery of administrative and support services •Evaluate effectiveness of administrative and support services •Request development of necessary alternatives, obtain Executive approval to implement alternatives •Review, design, direct develop, update and/or assist in the development of administrative practices, annual plans, policies and

procedures, and the Department's Strategic Plan •Ensure that the integrity and security of the Department's Information Technology systems are in compliance with the various Executive Orders and Management Memos. •Ensures through subordinate staff, that Information Technology systems are integrated in accordance with E-Commerce and E-government guidelines •Monitor, plan, direct and evaluate the functions and work activities of staff in Financial Services, IT and HR; promote staff development through coaching mentoring and training •Review and evaluate staff performance and make recommendations for adverse action if necessary to correct deficiencies •Ensure that the Department's expenditures are within budget and allocated appropriately, formulate and implement an effective contract management strategy •Ensure that the audits conducted on all grantees are in full compliance with Federal and State regulations and guidelines •Coordinate, plan, organize and direct activities to maintain compliance with Federal and •State laws, policies, regulations, and rules relating to accounting, auditing, budgeting, business services, confidentiality, contracting, and human resources (including Equal Employment Opportunities and labor relations) •Represent CSD on contracts with private, public and governmental organizations on major fiscal and administrative issues. Attend conferences, meetings and hearings with other state agencies, community based organizations and other public/private organizations as requested •Testify before the Legislature and subcommittees regarding budget and other administrative issues

JOB DESCRIPTION: SUMMARY OF RESPONSIBILITIES Under the direction of the Chief Deputy Director, the incumbent serves as the Chief Administrative Officer (CAO) and a member of the Director's Executive staff to direct and oversee all administrative functions that support the Department's administration of federal grants, including accounting, contracts, audit services, budget, information technology, human resources and business services. The CAO advises and consults with the Executive Staff concerning sensitive, controversial and/or significant issues, which impact departmental policies. The incumbent will have responsibility for the full range of administrative services, administering the functions through subordinate managers. The incumbent will respond to the Department of Finance and the California Health and Human Services Agency with accurate and timely information as requested. The CAO will ensure that Administrative Services provides responsive information to internal and external client requests.

Please see the Duty Statement for a detailed list of the essential and related functions of this positions.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

SPECIAL REQUIREMENTS

Who is CSD Looking for? The ideal candidate will be a self-starter who has the following desired qualifications, first-hand experience and characteristics:

Experience, Knowledge and Skills •3-4 years of business administration experience within the State of California with an emphasis on Information Technology projects and accounting •Ability to interpret and implement fiscal requirements of federal grants •Solid working knowledge of industry best practices for financial management, information technology projects, and human resources issues •Demonstrated experience with state accounting and budget policies, systems and processes •Familiarity with financial and governance requirements for local governments and nonprofit organizations •Strong spreadsheet, databases and workbooks skills. Familiarity with presentation and web applications •Exceptionally strong writing skills, verbal communication and analytical ability •Capable of preparing accurate and timely responses to the Department of Finance and the California Health and Human Services Agency

Characteristics •Leadership - Possesses a natural ability and keen desire to manage, supervise, mentor and guide staff, as well as internal and external customers. Demonstrates and encourages creativity and proactive problem-solving •Credibility and Integrity - Understands internal and external customers and has a true desire to build credibility. Has a personal compass composed of clear principles and the flexibility to balance between liberal adherence to rules and the use of policy as a guide. Has the ability to make decisions and to be accountable for those decisions. •Teamwork - Cooperates to achieve the department's mission, vision and goals by leading and actively contributing to interdepartmental project teams •Vision - Understands the context and mission of the Department both internal and external. Has an awareness of the Department's critical issues, and anticipates and influences the future. Has the ability to organize for success. •Staff Development - To best serve both our external and internal customers. CSD's management team reflects, understands and is sensitive to the diversity of the people we serve.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of

administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

SCREENING CRITERIA The "Statement of Qualifications" must indicate your total years of experience and civil service classification (if applicable), performing each of the activities included in the screening criteria. Some of the factors that will be utilized in the screening are:

- Strong leadership skills with the ability to assess situations and take corrective action.
- Strong experience in information technology projects and financial operations, e.g., budget preparation. Must have knowledge and experience with State and Federal budget process, e.g., budget change proposals and working with Department of Finance and the Legislature.
- Number of years of external contacts (Legislature, control agencies, etc.).
- Supervising or managerial experience equivalent in level to a Staff Services Manager II in the California State Service.
- Years of experience making clear and convincing presentations, representing and speaking for the organizational unit and its work (e.g., presenting, explaining, defining, and negotiating) to those within and outside the office (e.g., director, deputy directors, Agency Secretaries and other government executives, corporate executives, legislative members and staff, the media, general public, and professional groups)
- Experience in an administrative capacity with responsibility for the administration of and a working knowledge of the purpose, principles, and problems related to the State and Federal accounting systems. This experience should include responsibility for directing staff involved in extensive interpretation and application of governmental laws, regulations and policies
- Working knowledge of information systems applications
- Thorough knowledge of the Civil Service Laws and Rules
- Demonstrated knowledge and experience in personnel practices and procedures
- Knowledge of Equal Employment Opportunity (EEO) programs, guidelines, laws and

rules •Ability to interpret and apply appropriate provisions of the California Government Code, Federal and State statutes, Rules and Regulations, State Contract Code, State Administrative Manual, etc. •Direct managerial or supervisory experience in the areas of fiscal operations, Human Resources management, and information systems •Ability to develop and present reports on major issues in a wide variety of subject areas. •Education •List degrees obtained and dates received •List licenses and certificates and dates received

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Director of Administrative Services**, with the **COMMUNITY SERVICES & DEVELOPMENT, DEPARTMENT OF**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

All interested applicants must file a standard application (STD. 678) and a “Statement of Qualifications”. The “Statement of Qualifications” is a discussion of the candidate’s background and experience as it relates to the applicant’s ability to perform in the specified position. The Statement should be no more than two pages in length.

A screening committee will review the applications and “Statement of Qualifications”. Interviews will be conducted with only the most qualified applicants. The result of this examination may be used to fill subsequent vacancies in this position if they occur within the next twelve months or a new examination may be scheduled.

FILING INSTRUCTIONS

•A Standard original State application (Form 678). •A “Statement of Qualifications”. This “Statement of Qualifications” is to be a discussion of the candidate’s education and experience that would qualify them for this position. The “Statement of Qualifications” must indicate total years of experience and civil service classification (if applicable) performing each of the activities included in the screening criteria and should be typed and no more than two pages in length. •Resumes are optional and do not take the place of the “Statement of Qualifications”.

All appointments will be made in accordance with the Department of Personnel Administration’s and the State Personnel Board’s laws, rules and policies.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

COMMUNITY SERVICES & DEVELOPMENT, DEPARTMENT OF, Human Resources/Admin

PO Box 1947, Sacramento, CA 95812-1947
Gloria Molina | (916) 341-4319 | GMolina@csd.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The COMMUNITY SERVICES & DEVELOPMENT, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>